

CONFIDENTIAL

Approved For Release 2005/08/03 : CIA-RDP70-00241R000800170050-9

File 25X1

Executive Officer, Contact Division, OO

20 JUL 1960

Chief, Records Management Staff

Office Shelf File Installation

11 Aug

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1. Attached are sketches of two plans for Office. Either plan will require the following equipment, which I am listing as it should appear on your requisition:

Item 1 - 40 letter-size basic units, Diebold Model 8601, @ \$8.30 each -----	\$ 332.00
Item 2 - 5 caps, Diebold Model 8602, @ \$1.50 each -----	7.50
Item 3 - 5 bases (with levelizing screws), Diebold Model 8604, @ \$8.50 each -----	42.50
Item 4 - 160 adjustable metal dividers, Diebold Model 8626, @ \$.26 each -----	41.60
Item 5 - 50 legal-size half guides with hooks, Diebold Model OS 205½ (Class 74, Contract GS-008-2271, Item 50- 60), @ \$27.60 per C -----	13.80
Item 6 - 2 work shelves, Diebold Model 8605 @ \$3.15 each -----	6.30
Item 7 - 1 two-step ladder with rubber treads, Ballymore Co., Model P 2-SH 20 -----	50.00
Item 8 - 1 hanging shelf, Ballymore Co., Model PAES: 15 3/4" wide x 10" deep (for use with item 7) -----	5.00
TOTAL	\$ 499.00

2. I have also attached a copy of my letter in which I indicated that we would proceed with the procurement of this equipment.

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Distribution:

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Orig & 1 - addressee

1 - Office

(18 July)  
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